

**CLASSIFICATION:** PURCHASING ASSISTANT

**Class Code:** 7282-12

**Date Established:** 02-03-86

**Occupational Code:** 1-3-4

**Date of Last Revision:** 5-16-14

**BASIC PURPOSE:** To monitor and facilitate the procurement of goods and services for a state agency, such as raw materials, equipment, tools, parts, supplies, or advertising, to include the review and preparation of requisitions, reports and records.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Processes and checks purchase requisitions and confers with the department representatives or vendors concerning procurement problems or service information such as price, availability, and delivery schedules.
- Determines method of procurement such as direct purchase or bid; completes purchase requisition forms and prepares correspondence for bid process.
- Develops purchase orders or bid requests and compiles and prepares bid invitations for vendors.
- Obtains and reviews bid proposals and quotes via telephone, e-mail and mail.
- Negotiates contracts within budgetary limitations and scope of authority in order to approve invoices for payment.
- Maintains and updates manual or computerized vendor and commodity data files and procurement records, including cost, delivery, inventory product quality, and/or vendor performance.
- Produces documents and completes forms for quotes, purchase orders, and contracts.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires no supervision of employees or functions.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or G.E.D. equivalent, including or supplemented by courses in basic computer usage, keyboarding, or data entry. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience associated with procurement activities requiring knowledge of methods and techniques used in centralized purchasing and basic accounts payable/receivable, with at least one year of data entry experience.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of government purchasing procedures. Some knowledge of contract purchasing agreements and accounts payable. Knowledge of office record keeping and reporting. Ability to use, organize and analyze facts and figures and identify potential problems. Ability to use sound judgment when appraising situations and when making routine decisions. Ability to follow specific instructions in gathering facts and data. Ability to use computers to enter and retrieve information. Ability to communicate effectively. Ability to work with superiors to coordinate workflow. Ability to establish and maintain effective working relationships with state agency customers, co-workers, vendors and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.